



APPROVED

KITTERY PORT AUTHORITY

December 6, 2012 Meeting Minutes

Council Chambers, Town Hall

Members Present: Bob Melanson, Chairman, Barry Bush, Tom Smith, Ray Grenier, Kelly Philbrook, John Carson.

Members Absent: Ray Grenier

Staff: Harbormaster Mike Blake

The meeting of December 6, 2012 was called to order at 6:01 p.m.

1. Pledge of Allegiance

2. Minutes

Mr. Bush moved to accept the minutes of November 1, 2012 as amended

Mr. Smith seconded

Motion carries unanimously by all members present

3. Proposed Rules Regulations Changes

Mr. Melanson summarized the inclusion of the Harbor Water and Usage Fees for those individuals who do not hold moorings but register boats in Kittery.

Mr. Carson suggested including 'maintenance' under section H, paragraph 2, as follows;

All fees collected under this sectionto be used only for maintenance and improvements to the harbors...

Additionally, the temporary mooring program has been eliminated. These mooring holders will be notified that they have the option to keep the mooring or take it out of service and dispose of tackle. It was confirmed that there were no existing two-year temporary moorings. A new fee schedule has also been proposed.

The Public Hearing opened at 6:07 p.m.

There was no public comment on the Rules and Regulations

The Public Hearing closed at 6:08 p.m.

Mr. Carson moved to accept the amended Rules and Regulations of the Kittery Port Authority as submitted and amended

Ms. Philbrook seconded

Motion carries unanimously by all members present

BIG Project: November 26, 2012 Workshop Recap

Discussions with DPW and others regarding the BIG project with the scope of work totaling \$332,000 have been positive. Remediation and repairs at the D'Amico side of the pier are needed and will be included as part of the BIG project. The KPA will have the opportunity to review the plan prior to formal review by other authorities. The installation of utilities away from the restaurant, and an ADA ramp will be sited to the easterly side of the pier.

4. Budget Report

- YTD

Mr. Blake noted the Building and Grounds line has been expended for the fiscal year, save \$600. The majority of expenses in this category are trash and sewer removal. For those categories that are over-expended, funds can be drawn from the under-expended lines, but the entire budget needs to be watched. Mr. Melanson asked about pending invoices from Duncan Mellor. Mr. Blake stated he understood the Town Manager would be paying those from Town funds.

- Operating Income/Expense – 43.4% has been expended through November, 2012. Revenue to date totals 9.7% of budget.

Further discussion on the budget will be held at January 3, 2013 meeting. A budget narrative for FY 2014 needs to be included. Mr. Smith noted the trash and sewer expenses need to be controlled. Discussion followed regarding a budget narrative that could better highlight the trash and sewer expenses and possible resolutions to these costs.

5. Harbor Master Report

- The main float at Frisbee Pier has been removed for the winter;
- The winter float has been installed at the east side of Frisbee Pier
- The Harbormaster shack bathroom has been treated with anti-freeze for cold weather;
- Water has been shut off and the water meter has been removed by the Kittery Water Department;
- Water lines have been shut down and blown dry;
- The Harbormaster attended two ACOE dredge meetings in NH and Portland;
- The control for the new winch has been replaced with an upgraded handle;
- Much work was done in preparation for rules and regulations changes and the BIG project presentations;
- The Harbormaster boat has been removed and taken to Island Marine for winterization;
- The dumpster at the Town dock has been removed for the season;
- The Harbormaster has completed and passed the firearms qualification with the Kittery Police Department.

6. Marinas Piers and Floats

Public Hearing – Application of the Jones Family Trust to construct addition of a 20 sf landing with a 3 x 30 foot ramp to the existing docking system to provide safe access at 12 Chauncey Creek Rd , Map 44 Lot # 69. Agent is Zach Taylor of Riverside Pickering Marine.

Mr. Taylor summarized the revised application, noting they have received DEP and ACOE approvals, and a signed abutter acceptance of the proposal (attached).

The Public Hearing opened and closed at 6:41 p.m. – There was no public comment.

Mr. Smith moved to approve the application of the Jones Family Trust to construct the addition of a 20 sf landing with a 3 x 30 foot ramp to the existing docking system.

Ms. Philbrook seconded

Motion carries unanimously by all members present

7. Public Segment

No discussion

8. Projects

Dredge Project.

Mr. Melanson noted he felt Kittery has a good opportunity to share in funds available for this project. Mr. Carson endorses the project. Permitting applications need to be processed as soon as possible for work beginning in 2015.

9. Correspondence & Comments to / from the Chair

The letter awarding Frank Frisbee a lifetime mooring for his contributions to the Town of Kittery was shared with Authority members. Following discussion, Harbormaster Blake will advise Mr. Frisbee this gift is for his personal use only.

The Port Authority thanked Joan Castellano for her many years of service to the Kittery Port Authority.

Mr. Melanson presented a plaque of appreciation to John Carson for his service as Chairman of the Port Authority.

10. Board Members – New and Old Business

Mr. Smith noted Howard Patton was to send Duncan Mellor the information for the new hoist in order to place a plaque with the safe weight limits. This remains to be resolved, but will be installed prior to the January KPA meeting.

11. Adjourn

Mr. Carson moved to adjourn

Mr. Smith seconded

Motion carries unanimously by all members present

KPA meeting adjourned at 6:50 p.m.

Submitted by Jan Fisk, December 10, 2012

Attachment

RIVERSIDE & PICKERING
MARINE CONTRACTORS

November 1st, 2012

Kittery Port Authority
Town of Kittery Planning Dept.
York County Registry of Deeds

RE: Letter of no objection, abutter to Jones Family Trust, 12 Chauncey Creek
Road, Kittery, ME 03905

To Whom It May Concern,

I have received and reviewed a copy of the plans depicting the proposed docking structure on the property of Jones Family Trust (Kittery Tax Map 44, Lot 69). A portion of the proposed project lies within the 25-foot setback of the riparian and property lines depicted on the plans by Riverside & Pickering Marine Contractors titled "Jones Family Trust, Pier Expansion Project" and dated 10/17/12. I consent to the plans for the proposed docking structure, which is to be closer than the 25-foot setback as specified in the Kittery Port Authority's Rules and Regulations, section IV.G.4. I have no objection to this project being constructed as depicted in said plans provided by Riverside & Pickering Marine Contractors.

Date: 11/25/2012

John Waldron
John Waldron, Jr.
(Kittery Tax Map 44, Lot 68)

STATE OF MAINE
COUNTY OF YORK, ss

Before me personally appeared John Waldron, owner of the abutting property, Kittery Tax Map 44, Lot 68, to me known and known by me to be the parties executing the foregoing instrument, and they acknowledge said instrument, by them executed, to be their free act and deed.

Susan F. Waldron
Notary Public
My commission expires:

Susan F. Waldron
Notary Public, Maine
Commission Expires March 15, 2013